



THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE-PRESIDENT

August 9, 2016

MEMORANDUM

TO: BRANCHES, DIVISIONS, DEPARTMENTS AND PROGRAMS

NAVAJO NATION

FROM:



Monica Ayze, Accounts Maintenance Specialist
NN Telecommunications & Utilities (NNTU)
Division of General Services

SUBJECT: Telephone and Data Request(s)

The following dates listing below are deadlines for all Telephone and Data requests. For business unit accounts that expire on September 30, 2016 for General Fund or Contract Accounts.

- Cycle 1 areas (Window Rock or St. Michaels) deadline is 8/12/2016 in order for charges to hit billing Cycle 1.
- Cycle 7 areas (Tuba City, Red Valley, Greasewood, Teec Nos Pos, Dilcon, Lechee and Pinon) deadline is 8/12/2016 in order for charges to hit billing Cycle 7.
- Cycle 13 areas (Montezuma Creek, Dennehotso, Rock Point, Chinle, Kayenta, Tsaile, Monument Valley, Rough Rock, Many Farms, Lukachukai) deadline is 8/19/2016 in order for charges to hit Cycle 13.
- Cycle 20 areas (Wide Ruins, Leupp, Fort Defiance, Ganado) deadline is 8/19/2016 in order for charges to hit billing Cycle 20.
- Cycle 25 areas (Shiprock, Tse Bonito, Pueblo Pintado, New Comb, Sanostee, Torreon, Naschitti, Tohatchi, Twin Lakes, Halchita, Navajo, Crownpoint, Toadlena) deadline is 8/26/2016 in order for charges to hit billing Cycle 25.



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Page 2
MEMO/BRANCHES, DIVISIONS, DEPARTMENTS AND PROGRAMS
August 9, 2016
RE: Telephone and Data Request

Any request(s) that are submitted after the deadline date will be charges to Fiscal Year 2017. If you should have any questions, please contact our office at (928) 871-7744 or email me at, monicaayze@navajo-nsn.gov . Thank you.

CONCURRENCE:

A handwritten signature in black ink, appearing to read "Pearl Lee", is written over a horizontal line.

Pearl Lee, Program Manager I
NN Telecommunication & Utilities

XC: chronofile (telephonedatadeadline2016)



THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE PRESIDENT

March 21, 2016

MEMORANDUM

TO: ALL CONCERNED

FROM:

Pearl Lee, Program Manager I
NN Telecommunication & Utilities (NNTU)
Division of General Services

SUBJECT: Delegation of Authority

This memorandum will serve to inform all concerned that the following Standard of Delegation will apply when I am out of the office on travel or leave status.

1st Delegation: Barbara Yazzie, Administrative Assistant

2nd Delegation: Monica Ayze, Accounts Maintenance Specialist

Each staff will be delegated to oversee the daily operations of the department as it pertains to items that are considered routine. All other items shall be reviewed upon my return.

Your cooperation with these individuals is appreciated.

ACKNOWLEDGEMENT:

Barbara Yazzie, Administrative Assistant
NN Telecommunication & Utilities (NNTU)

Monica Ayze, Accounts Maintenance Specialist
NN Telecommunication & Utilities (NNTU)

XC: Virgil Brown, Jr. Acting Executive Director, Division of General Services
Chronofile (nntuDOAFY16)